

# FOCUS ON: HQ AMC

## LeaveWeb

by the LeaveWeb Project Team

Imagine the challenge to eliminate four hours of daily document processing within the Customer Support section by replacing thousands of documents with a new paperless process while improving service to our customers. That's exactly the task HQ AMC/FM, in conjunction with the 375th Comptroller Squadron, has undertaken by designing a paperless, automated military leave system. The proposed system, LeaveWeb, is in prototype development at Scott AFB, Illinois. The goal of the LeaveWeb system is to create a paperless environment that eliminates the triplication of effort involved in the current AF Form 988 military leave process.

Under the current military leave system, the member completes the AF Form 988 and forwards the request to his or her supervisor for approval. The supervisor must then contact the unit orderly room to obtain a leave authorization number. The unit must record the leave information in a manual leave log and issue a number to the supervisor. The supervisor then approves the leave and forwards copy one to the FSO, copy two to the member, and retains copy three until the member returns from leave. When the member returns from leave, copy three is completed and forwarded to the unit orderly room for annotation on the leave log. If there was a change in leave dates, the form is forwarded to the FSO for correction. Meanwhile, the FSO must keystroke the information into the Defense Joint Military Pay System (DJMS) each time they receive copy one or three on a member. Altogether, the leave information is written or keystroked at least three times by different people.

LeaveWeb proposes to replicate the current system on the Internet. The member will log into the local LeaveWeb Internet site and enter the leave request information. This is the only time the information is keystroked into any system. LeaveWeb will generate an e-mail notification message to the member's designated approving official advising of the pending leave request. The approving official then logs in to the same LeaveWeb Internet site to either approve or disapprove the request. After approval, the request is electronically forwarded to the unit orderly room for further validation and leave number assignment. The orderly room logs in to LeaveWeb to complete this process. The member is then notified via e-mail of the approved request and may print a copy, if necessary, of the approved AF Form 988. Under LeaveWeb, the unit will have the ability to process all of the day's leave requests in one LeaveWeb session. They will have an automated leave log and the ability to do a wide range of inquiries in the system.

In the FSO, the Customer Support section will extract a daily file from LeaveWeb with all the base's approved leave transactions for upload into DJMS. The transactions will already be properly formatted for input. LeaveWeb eliminates the need to keystroke ordinary leave documents in the FSO, significantly reducing FSO workload. Each day, Customer Support will also upload the Daily Register of Transactions data file output from DJMS to LeaveWeb, which will reconcile all charged leaves and maintain the unit's automated leave log.

The LeaveWeb project team is led by Colonel(S) Rich Weathers, Chief Programs & Analysis, HQ AMC/FMP. The HQ AMC/FM team members are Denise Cavanaugh, SMSgt Jim Malone, SMSgt Fran Dunn, and MSgt Ray Kelly. The 375th Comptroller Squadron members are MSgt Sakenna Dixon and SSgt Steve Urick, along with contracted application development support from NCI in Fairview Heights, Illinois. LeaveWeb prototype testing will commence at year-end at selected sites on Scott AFB. The LeaveWeb team anticipates delivering a successful product that will remove triplicate input of data at the unit and FSO while providing new automated abilities that did not previously exist. A paperless environment—what a deal!